

Chief, Building Maintenance and Utilities Branch

30 December 1950

Acting Chief, Telephone Section

Telephone Section Monthly Report

1. Noted hereon are charges for services rendered by The Chesapeake and Potomac Telephone Companies and The American Telephone and Telegraph Company for the month of October, 1950.

Telephone Service Bill	\$12,408.33
Long Distance Bills	2,531.85
Private Outside and Operational Telephones	593.12
T.T. Channels, L.L.'s, P.L.'s and TWX	3,929.06
Miscellaneous	191.41
	<u>\$19,653.77</u>

12,600

2. The following additional information is submitted for the month of October, 1950:

- a. Total number and cost of outside local calls placed over switchboard, EXecutive 6115 and EXecutive 7491----
No. of calls - 79,007 Cost - \$2,767.25
- b. Non-recurring installation charges for station equipment --- \$658.50
- c. Recurring rental of new station equipment less value of station equipment disconnected----increase \$101.00
- d. Non-recurring move or relocation charges for station equipment already in use----\$268.50

3. Also, listed below are estimated amounts for services to be rendered during the month of January, 1951.

Telephone Service Bill	\$13,000.00
Long Distance Bills	3,000.00
Private Outside and Operational Telephones	650.00
T.T. Channels, L.L.'s, P.L.'s and TWX	5,000.00
Miscellaneous	250.00
	<u>\$21,900.00</u>

12,250

4. A total of 71 requisitions for services were processed by this section during the month of December, 1950. These included requests for moves, change of equipment, additional equipment, termination of equipment, etc. There are 212 unused branch lines available for use on the switchboard and there are 52 private unlisted telephone lines in use as of 30 December 1950.

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Chief, Administrative Services Division DATE: 7 December 1950
 FROM : Chief, Building Maintenance and Utilities Branch
 SUBJECT: Report of Operations by the Building Maintenance and Utilities Branch
 during the month of November, 1950.

Volume:

A. 1.	Requests for services on hand prior to November 1	28
2.	Requests on hand two months old or older	None
3.	Requests for services on hand 30 November	2
B.	Requests for services received in writing during November	143
C.	Telephone calls received during November	3450
D. 1.	Orders submitted to GSA charged to quarterly encumbrance.	172
	November allotment of quarterly encumbrance for alterations and renovations \$7383.00 <i>97/8</i>	
2.	Special orders submitted to GSA not charged to quarterly encumbrance.	5
	a. Renovations (211-109) \$535.00	
	b. Renovations (Other) 875.00	
	Total \$1410.00	
3.	Orders submitted to GSA nonreimbursable (written and verbal)	400
4.	Routine inter-office memorandums and inter-agency letters.	50
E. 1.	Space moves during November	18
2.	Total personnel moved	270
3.	Equipment moves	43
4.	Man hours worked by GSA	1527
5.	Estimated cost	\$2364.20
	November allotment of quarterly encumbrance for Laborers and Trucks	\$5000.00
F.	Protective Services (GSA Guard Posts)	
1.	Reimbursable Posts \$41,067.00	83
2.	Non-reimbursable Posts	31
3.	October allotment of quarterly encumbrance	\$38,617.00

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G. Monies paid to GSA during month of November for services rendered during month of August.

1. GSA Guards	\$38,242.85
2. GSA Laborers and trucks	2,067.85
3. Alterations and Installations	10,636.61
4. Miscellaneous	1,505.30
5. Hot Plates	49.76
Total	<u>\$52,502.37</u>

H. Space acquired

None

Space released

None

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* Eleven (11) requisitions being held per approval, information as to cost, etc.

Attachment